



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX, KENTUCKY 40121-5000

Expires 12 February 2003

REPLY TO  
ATTENTION OF:

ATZK-PAO (360-5)

12 February 2001

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners in Excellence  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

**SUBJECT: USAARMC Policy Memo No. 2-01 - Remarks/Speeches**

1. Reference Army Regulation 360-5, 31 May 1989, Public Information.
2. The proponent agency of an on-post event often asks the USAARMC Commanding General (CG) to present remarks or make a speech. An "event" is a ceremony, meeting, or other similar activity.
3. If the USAARMC CG agrees to speak in person or designates a USAARMC representative, the proponent agency will provide remarks/speech information to the Fort Knox Public Affairs Office (PAO) no later than 10 working days before the event. The PAO will edit for appropriateness and content, and forward prepared remarks to the CG or designated USAARMC representative.
4. Information provided to PAO will include:
  - a. Event background and significance.
  - b. Pertinent points, themes, or concepts.
  - c. Key persons involved (other speakers, attending VIPs, honorees) with biographical information as appropriate.
  - d. Subject-matter expert and phone number for more information if needed.
5. Tenant organization PAOs prepare remarks/speeches for their commanders and may also provide guidance or other assistance to their members.
6. All active-duty military and civilian personnel invited to speak OFF POST will coordinate BEFORE ACCEPTANCE with Fort Knox PAO or tenant organization PAO. Other than the USAARMC CG or designated USAARMC representative, personnel who accept off-post speaking invitations will prepare their own remarks/speeches. Speechwriting and quote books

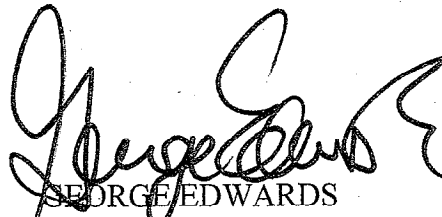
ATZK-PAO

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are readily available at the Armor School Library and the Barr Library on post. Samples of remarks/speeches for various events are available at Armor Center and Fort Knox PAO.

7. When in doubt concerning speaking invitations or remarks/speech preparation, contact your organizational PAO. If your organization does not have one, contact Fort Knox PAO at 4-4704.

FOR THE COMMANDER:



GEORGE EDWARDS  
Colonel, GS  
Chief of Staff

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CF:

DCG, USAARMC